



McHenry Public Library District
809 North Front Street
McHenry, Illinois 60050
Phone: 815.385.0036
www.mchenrylibrary.org

MINUTES
McHenry Public Library District
Board of Library Trustees
Regular Meeting

Date: August 17, 2021
Time: 7:00 P.M.
Location: Library Meeting Room West #136

- I. **CALL TO ORDER** – President Charles Reilly
President Reilly called the public hearing meeting to order at 7:02 p.m.
- II. **ROLL CALL** – Monica Leccese, Secretary
Roll was called and a quorum was established.

Members Present: Bud Alexander, Delphine Grala, Monica Leccese, Susan Murphy, Charles Reilly, Jill Stone

Also Present: James Howard, Governmental Accounting, Inc
Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Kathy Milfajt, Technical Services Manager
Pam Strain, Public Services Manager
Zach Terrill, Adult Services Assistant Manager

- III. **PLEDGE OF ALLEGIANCE**
- IV. **CORRECTIONS OR ADDITIONS TO THE AGENDA**
Business Manager Gunness stated that revised Statement of Class Revenue and Expenses reports was distributed at the meeting.
- V. **PUBLIC COMMENT AND RECOGNITION OF VISITORS**
No public comments.
- VI. **SECRETARY'S REPORT** – Monica Leccese, Secretary
 - A. Approval of Minutes of the July 20, 2021, Regular Board Meeting

Secretary Leccese informed the Board that she found no corrections needed for the July 20, 2021, minutes.

Murphy moved and Stone seconded a motion to approve the minutes of July 20, 2021, Regular Board Meeting.

Roll Call vote:
Ayes: Alexander, Grala, Leccese, Murphy, Reilly

Nays: None
Abstain: None
Absent: Stone
Motion Passed

VII. TREASURER'S REPORT – Delphine Grala, Treasurer

- A.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for July/ August 2021, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)

Treasurer Grala reviewed the Library's financial position highlighting property tax receipts for the month of July along with the month's total expenses. She inquired why the revenue was high for fines/fee this month. Director Jakacki stated that in July we resumed collecting and assessing fines and fees for overdue materials so patrons are now required to pay any outstanding balances in order to checkout materials. Treasure Grala also inquired about the large expenses in the Automation- Circulation & Catalog line. Director Jakacki stated that we made our quarterly payment to CCS for our online catalog.

Vice President Stone inquired about the payment made to The Stevens Group and Director Jakacki responded that it is the cost to print the *Preface* newsletter. Discussion ensued regarding costs and effectiveness of the newsletter.

Alexander moved and Murphy seconded a motion to approve the Monthly Financial Statements, Interim Check Report and Bill Reports for July/ August 2021, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)

Roll Call vote:

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: None

Motion Passed

VIII. COMMUNICATIONS

- A.** Email from J.D. & Julie Galvin to the Staff of the McHenry Public Library District
B. Letters (2) to the family of Ruth Armstrong
C. Letter to Jesse White, Secretary of State and State Librarian

Director Jakacki acknowledged the various communications received and sent.

IX. LIBRARIAN'S REPORT

- A.** Librarian's Report

Director Jakacki highlighted the following items: Staff manned a booth at the July 8 Pearl Street Market and will be there again on September 16; Sandra Diaz started on August 11 as the Library's new Marketing Coordinator; our Summer Reading Program has 657 participants and 50% completed the program and received a free book from the Friends

of the McHenry Public Library; and that the Friends Book Donation Drive was a big success.

- B.** Updates on Projects
S. Claucherty of Building Services addressed some electrical, HVAC, and construction issues in the upstairs drop ceiling during the month and completed the necessary repairs.

X. EXECUTIVE SESSION

No executive session was held.

XI. OLD BUSINESS

- A.** Trustee vacancy and appointment process.

A reminder was made that we have a Special Meeting scheduled for August 24, 2021 at 7:00 p.m. in the Library's Meeting Room to interview the three candidates for the open trustee position.

XII. NEW BUSINESS

- A.** Presentation by Governmental Accounting, Inc
James Howard from Governmental Accounting, Inc was in attendance to introduce himself as the Library's new accountant for monthly accounting services and gave the Board some ideas of ways his firm can benefit the Library's financial oversight and planning.

- B.** Adoption of ORDINANCE No. FY 2021/2022-4 Combined Annual Budget and Appropriation for the Fiscal Year Beginning July 1, 2021 and Ending June 30, 2022

Leccese moved and Grala seconded a motion to adopt ORDINANCE No. FY 2021/2022-4 Combined Annual Budget and Appropriation for the Fiscal Year Beginning July 1, 2021 and Ending June 30, 2022

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: None

Motion Passed

- C.** FY 2020/21 Illinois Public Library Annual Report (IPLAR)

Trustee Alexander inquired if the total number of computers listed on the report was correct. Director Jakacki responded that once you include the Chromebooks we have to patron to use in the Library, the training laptop lab, and the workstations for all the staff that the number does reflect the correct amount.

Alexander moved and Leccese seconded a motion to approve the FY 2020/21 Illinois Public Library Annual Report

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: None

Motion Passed

XIII. ANY AND ALL OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

XIV. ADJOURNMENT

Murphy moved and Grala seconded a motion to adjourn the hearing at 7:50 p.m.

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: None

Motion Passed

APPROVED by the Board of Trustees this 21st day of September, 2021

Respectfully Submitted,



Monica Leccese, Secretary